

Preserving Your Memories

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Archivist

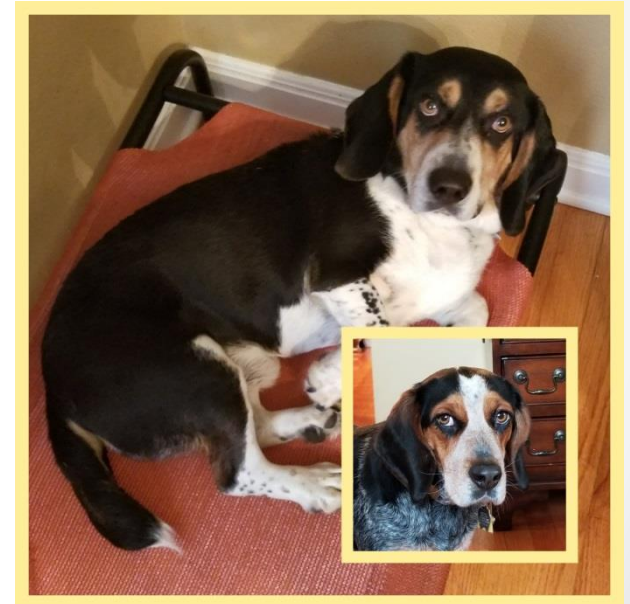
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Disclaimer

- There is almost always more than one way to preserve something.
- This presentation is not meant to be all-inclusive.
- I don't have all the answers.

Presenter's Background

- Librarian & Archivist
- Currently employed at the Carondelet Consolidated Archive
- Genealogist & family historian
- Lifelong resident of St. Louis
- Master's Degree expected May 2019 from San Jose State University



3 Key Takeaways

- Carefully preserve paper documents, artifacts & audio/visual materials
- Digitize properly the 1st time
- Carefully preserve digital files for the long run



The “Why” of Preservation

- Protects the sentimental value
- Provides a historical record of our lives
- Preserves materials long-term for future generations
- Digital files are prone to:
 - corruption
 - loss of data
 - obsolescence

Part I

- Analog Materials
 - Paper Documents
 - Photographs
 - Artifacts
 - Audio/Visual



Preserving Paper Documents & Photographs

- Prep for storage
 - flatten documents that are folded
 - remove loose tape, staples/paperclips, & post-it notes
 - copy/digitize valuable, irreplaceable documents
- Purchase archival safe materials from reputable vendors
- Store in main living areas with temperature control (no basements, attics, or garages), & avoid direct sunlight

Which of these storage methods are acceptable?



All of them!



Challenges



Mantra: DO NO HARM!

Preserving Artifacts

- Textiles
 - Dresses
 - Military uniforms
 - Quilts
- Art works
- Ceramics/Glass ware
- Jewelry
-



Preserving Audio/Visual Materials

- Slides
- Negatives
- Film reels
- VHS tapes
- Artifacts
- CDs
- External hard-drives



Analog Materials Recap

- Store original documents, photographs, and a/v materials in high quality, archival enclosures
- Store clean artifacts in archival boxes with acid free, unbuffered* tissue paper
- Store boxes in dry, cool places away from light, heat, and moisture



Part II

- Digitization



Digitization Supplies

- Trusted computer or laptop
- Scanner or scanning service (aka vendor)
- Slide/negative viewer (optional)
- Photo editing software (optional)

Scanner Options

- Purchase
 - Flatbed vs. hand-held



- Free local services
 - Libraries with digitization stations
- Commercial Vendors
 - Big box stores (ex. Wal-Mart, Sam's Club)
 - Other industry vendors (ex. ScanCafé)

Scanning Standards

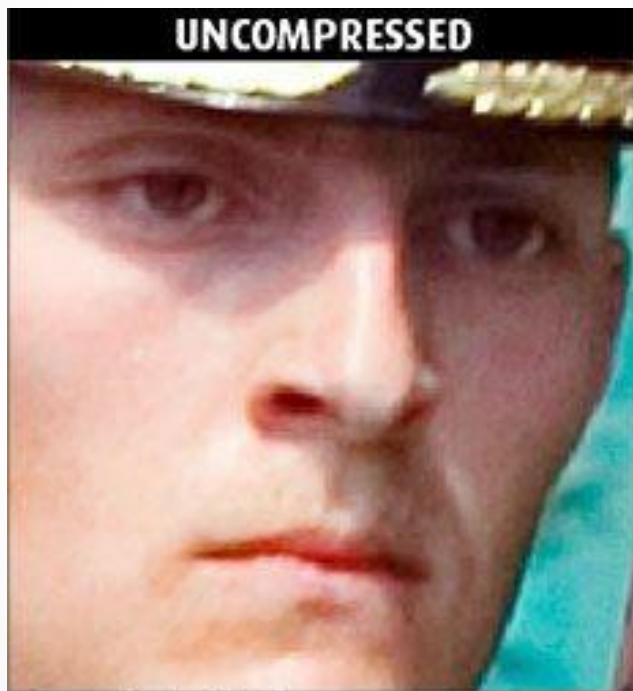
ORIGINAL	RESOLUTION* (minimum)	MY RECOMMENDATION
Paper Document	300 ppi	600 ppi
Photographs	300 ppi	600 ppi
Slides/Negatives	600 ppi	1200 ppi

*as recommended by the Library of Congress

File Formats

MEDIA TYPE	ACCESS FILE TYPE	PRESERVATION FILE TYPE
Documents	JPEG, PDF/A	TIFF
Photographs	JPEG	TIFF
Audio	MP3	WAV (uncompressed)
Video	AVI, MOV, MP4	Raw HDMI, MOV, MP4 (sometimes)

TIFF vs. JPEG



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Scanning & Saving

1. Select images to scan



2. Place originals on scanner & select appropriate scanner settings



3. Scan & save to destination folder on PC or external hard drive

Digitization Challenges

- User error
- Time
- Large files = more storage space
- Cost
- Nuances of different media types
 - Make sure your scanner settings are set appropriately
 - Consider vendor services for digitization of films, video cassettes, and audio reels/cassettes instead of purchasing software/hardware



Digitization Priorities

- One-of-a-kind items
- Items that are deteriorating
- Audio/Visual materials
- Files you want to share



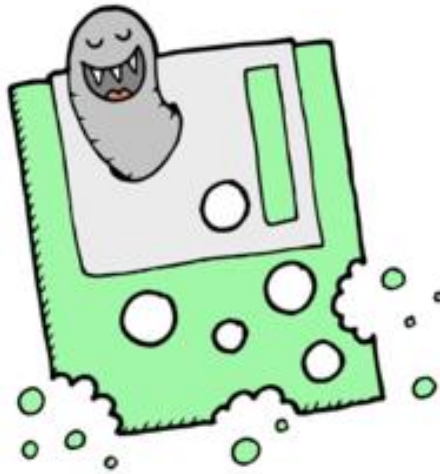
Digitization Recap

- Scan/save as JPEG with minimum 600 ppi resolution
- Scan/save as TIFF with minimum 600 ppi resolution (I prefer 1200 ppi)
- Photoshop the JPEG file, not the TIFF file



Part III

- Digital Preservation



What is Digital Preservation?



Strategies

- LOCKSS
- 3-2-1 Rule
- IDOM:
 - Identify (where are your files located?)
 - Decide (what's important to keep long-term?)
 - Organize (organize in directories & choose consistent file naming conventions)
 - Make Copies (see 3-2-1 Rule)

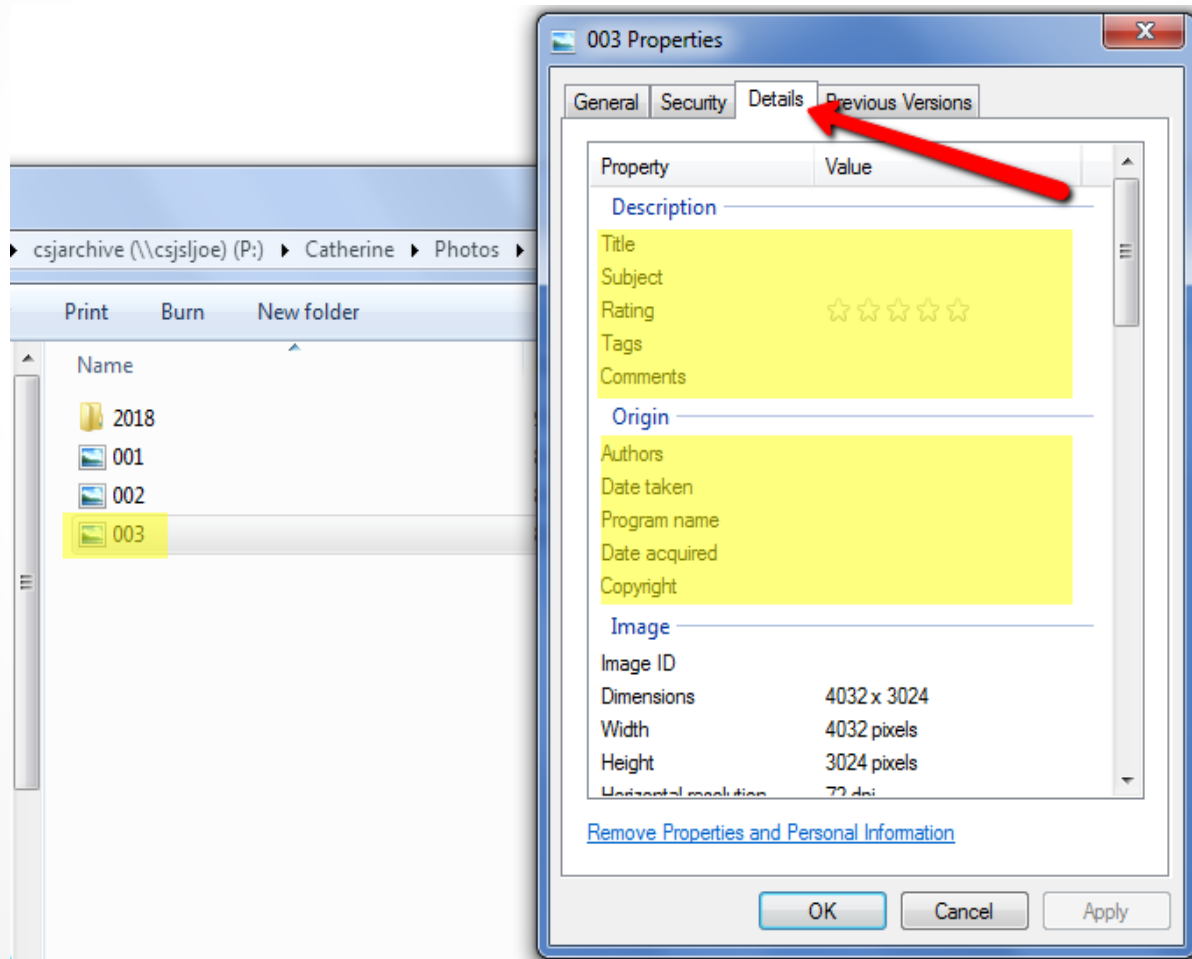


File Selection

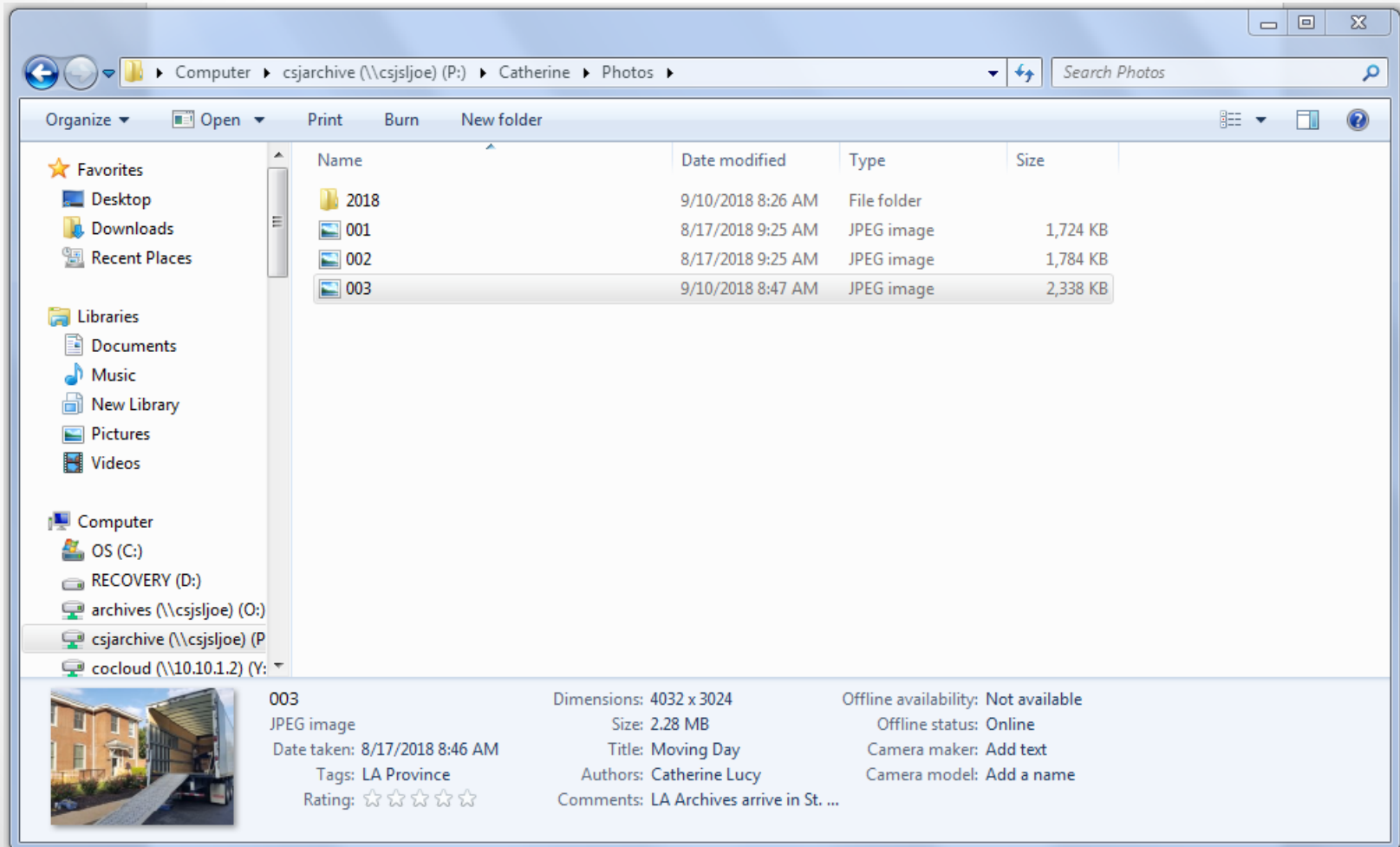
- Create an inventory
 - Identify & decide on the most important files to keep
 - Organized inventory serves as a quick reference guide

A	B	C	D	E	F	G
DIGITAL FILE INVENTORY						
FOLDER NAME	CONTENT SUMMARY	# of FILES	FILE TYPES	SOFTWARE NEEDED	STORAGE LOCATION	OTHER
Photos 2018	Personal photos taken on iPhone	300	JPEG	Windows Photo Viewer, Photoshop, Paint	PC, external hard drive, Google Drive	Only includes photos I want to save long-term
Resumes	drafts of every resume	10	DOC	Word	PC, two blue flash drives	Includes separate files for cover letters

Adding Metadata



Viewing Metadata



The screenshot shows a Windows Explorer window with the address bar set to `Computer > csjarchive (\\csjsljoe) (P:) > Catherine > Photos`. The left sidebar shows the 'Favorites' and 'Libraries' sections. The main pane displays a table of files and folders:

Name	Date modified	Type	Size
2018	9/10/2018 8:26 AM	File folder	
001	8/17/2018 9:25 AM	JPEG image	1,724 KB
002	8/17/2018 9:25 AM	JPEG image	1,784 KB
003	9/10/2018 8:47 AM	JPEG image	2,338 KB

The file '003' is selected, and its metadata is shown in the bottom pane:


003
JPEG image
Date taken: 8/17/2018 8:46 AM
Tags: LA Province
Rating: ☆☆☆☆

Dimensions: 4032 x 3024
Size: 2.28 MB
Title: Moving Day
Authors: Catherine Lucy
Comments: LA Archives arrive in St. ...

Offline availability: Not available
Offline status: Online
Camera maker: Add text
Camera model: Add a name

Digital Preservation Challenges



- Aging hardware/software
- Lack of secure storage and backups
- Disasters (both natural and man-made)
- Neglect 
- Loss of cloud service provider

Preservation “Quick Wins”

- Choose software that is well supported and/or can be read by a variety of different programs
- Create multiple back-ups and store one copy in a different geographic location (3-2-1 Rule)
- Transfer files to new media carriers every 5 years
- Use high quality storage devices
- Keep an inventory of your important files
- Use easy-to-remember file naming conventions
- Add metadata to your files

Advanced Efforts

- Sort through and open a sample of digital files once a year
- Reorganize/rename unidentified or confusing files
- Actively monitor the “health” of different file formats
- Implement a written migration plan
- Sync back-up copies with software (ex. GoodSync)
- Create checksums for every file & run software to monitor file integrity for changes (ex. Fixity)
- Include “digital life” provisions in your will

Digital Preservation Recap

- Save as a common file type, such as JPEG or TIFF, not a proprietary file type such as Photoshop file (PSD)
- 3-2-1 Rule: make 3 copies of the file, save to 2 different storage devices, with 1 in a different geographic location (ex. the cloud)
- Test files by opening them every once in a while
- Migrate files to new storage devices every 5 years



Resources

- **Preservation Advice**

- Dear Donia (*American Library Association*)
 - <http://www.ala.org/alcts/preservationweek/advice/ask>
- How to Preserve Family Archives (*NARA*)
 - <https://www.archives.gov/preservation/family-archives>

- **Personal Digital Archiving Information**

- Personal Digital Archiving (*Digital Preservation Coalition*)
 - <http://www.dpconline.org/docs/technology-watch-reports/1460-twr15-01/file>
- Perspectives on Personal Digital Archiving (*Library of Congress*)
 - http://www.digitalpreservation.gov/documents/ebookpdf_march18.pdf

- **Archival Products**

- Brodart (www.shopbrodart.com)
- Gaylord (www.gaylord.com/)
- Hollinger Metal Edge (www.hollingermetaledge.com)

- **Digitization Vendors**

- Cintrex AV (www.cintrexav.com; local vendor)
- ScanCafe (www.scancafe.com; national vendor)

Q&A

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THANK YOU